

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 17: Case Closure	Effective Date: 12/08/2021
	Section 24: Case Re-Opened and Closed Within 30 Days to Process Payment or Update Data (CDTA)	Version: 1 Revision Date: 12/08/2021

BACKGROUND

A case closure code was created to address situations when a payment is received on a closed case or data must be updated. The case would have to be opened to process the payment or update the data. Closing this case after the payment processes or data is updated is a manual closure process, which means the statewide child support system does not automatically recognize the case closure criteria, but the system user knows certain facts that make the case eligible for case closure.

The manual case closure reasons do not require an intent to close notice be sent to the custodial party or other tribunal. When the case closure reason is entered in the statewide child support system, the case is immediately closed to Title IV-D services.

Closing the case to Title IV-D services does not affect the validity or status of a court order.

POLICY

A case must be closed within 30 days when that case was previously closed and then reopened for the purpose of processing a payment or other data update.

REFERENCES

- [45 C.F.R. § 303.2](#): Establishment of cases and maintenance of case records

PROCEDURE

The Title IV-D Prosecutor’s Office, Clerk of Courts, or the Child Support Bureau shall make notes on the case when it is reopened for the purpose of processing a payment or other data update.¹ When using this manual case closure reason, the case must be closed within 30 days of the reopening.

FORMS AND TOOLS

1. [Case Closure Complete Guide](#)
2. [Case Closure Desktop Guide](#)
3. [Case Closure Matrix: How It Works](#)
4. [Why Didn't My Case Close - Case Closure Checklist](#)

¹ 45 C.F.R. § 303.2(c)
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FREQUENTLY ASKED QUESTIONS

N/A

RELATED INFORMATION

1. The ISETS case closure code is CDTA.

REVISION HISTORY

Version	Date	Description of Revision
Version 1	12/18/2018	Final approved version
	03/11/2020	Changed section number from 23 to 24
	12/08/2021	Reviewed content and cites for accuracy